



## **SPRING RECITAL HANDBOOK 2018**

***Viva Dance Co. Spring Recital  
Monroe County Community College Meyer Theater  
1555 South Raisinville Road  
Monroe, Mi 48161***

### ***“Embrace the Journey”***

**RECITAL DATE:** Saturday, June 2nd<sup>th</sup>, 2018

**DRESS REHEARSAL DATES:** Wednesday, May 30<sup>th</sup>, 2018  
Thursday, May 31, 2018

For the past 13 years, Viva Dance Co. has provided students with an exciting performance experience through our spring recital. It gives all of our dance, tumbling, and cheer students the opportunity to shine in front of their family and friends and we all look forward to the big day with nervous excitement. The spring recital offers our students a professionally directed performance that allows them to present the results of a year's hard work, dedication, and progress. The show incorporates professional stage lighting, creative ideas and choreography, dynamic music and variety- making this show more than a recital, but an evening to remember! We strive to see a smile on each child's face on recital day as they proudly perform for their friends and family!!! Dedication to recital commitment is the responsibility of both students and their parents. We have created this handbook in effort to clarify what we expect from you in terms of commitments and responsibilities to the annual recital, the studio, and other students and parents. We, as a staff, are looking forward to yet another set of fabulous performances full of entertainment for all to enjoy!!! We are thrilled to be presenting our 13<sup>th</sup> annual show this spring!

#### **Recital Assignments**

**10am Show- All Monday and Wednesday-PM Recreational Dance**

**1pm Show- All Tuesday and Saturday Recreational Dance, and Performance Classes**

**4pm Show- All Wednesday- AM and Thursday Recreational Dance**

**6:00pm Show- Team Viva Showcase (Team Viva competitive solo, duet, trio, and group routines and Performance Jazz Routines)**

#### **Recital Updates**

As recital weekend approaches, additional recital information will be available online and at the desk in the lobby. Please make it your responsibility to keep abreast of this important information. Our goal is to make the recital experience organized and exciting for everyone involved. The recital line-up/program is posted in the lobby. We will need each of you to take a good look at the line up and ensure that 1) your child's name is spelled as you would like it to appear in the program, and 2) your child has at least 3 numbers to change between their routines. All name corrections and/or schedule conflicts must be marked clearly on this master list by Thursday, May 11<sup>th</sup>.

### **Dress Rehearsal**

Dress rehearsal will be held at Meyer Theater on Wednesday, May 30<sup>th</sup> and Thursday, May 31<sup>st</sup>. Dress rehearsal allows our students to become familiar with the auditorium surroundings and feel comfortable with their performance, costumes, and being onstage under all of the stage lights. Dress rehearsal is required for all participants and all students should be in full dress, which includes specified hair and make-up. Students should arrive in their first performance costume and will sit quietly in the auditorium and watch the show until their class is called onstage. **Dress rehearsal will also be the only opportunity for parents to video tape and take pictures as we will have a professional videographer for the performances.** Dancers are permitted to bring only ONE parent/chaperone per family, we ask that all families please make arrangements for siblings as they will not be permitted at the rehearsal due to capacity guidelines issued by the theater. Please be sure to be seated in the theater with your child, dressed and ready to go 15 minutes prior to your assigned rehearsal time. When your child has finished their routine(s), you are free to go.

***10am Show Rehearsal Time- Wednesday, May 30<sup>th</sup> 5:00-6:30 pm***

***1pm Show Rehearsal Time- Wednesday, May 30<sup>th</sup> 6:30-8:00 pm***

***4pm Show Rehearsal Time- Thursday, May 31<sup>st</sup> 5:00-6:30 pm***

***6pm Show Rehearsal Time – Thursday, May 31<sup>st</sup> 6:30-9:00 pm\*\*\*If Needed\*\*\****

### **Tickets**

Recital Tickets will be on sale beginning May 7. All tickets are general admission seating, are \$12 each via pre-sale, and will be sold via CASH, CREDIT, OR BOOSTER ONLY (NO CHECKS)! All family accounts must be paid in full in order to purchase recital tickets. Those ages 3 and under who will be sitting on someone's lap will be admitted free of charge. If you would like a separate seat for a small child, you must purchase a ticket for them. There will be a limit of 12 tickets per family for the first two weeks. After that, remaining tickets will be released. Those families who purchase a minimum of 6 tickets will receive one (1) complimentary ticket for admission to every show your child is in! We will have the remaining tickets on sale at the desk until May 24 at the \$12 rate as long as tickets are still available. It is not unusual for our performances to sell out before rehearsal/show day, however any unsold tickets will be sold at the door on the performance day for \$20 via CASH ONLY! Please note... All ticket purchases are NON-RETURNABLE AND NON-REFUNDABLE!!!

### **Costumes**

Dance costumes will be distributed the week of May 7<sup>th</sup>, which is also our last observation week. Please have a parent available to come into your child's class the last 10 minutes of class for costume instructions/video taping the routine for rehearsal/last minute show details. Please keep in mind that the costumes have been ordered from a catalog and are made to fit a range of measurements, therefore they may need slight alterations. You are welcome to use any seamstress you prefer, and most often the alterations are simple enough that a parent or grandparent can handle the minor fix. Ballet costumes will be distributed the week of May 7<sup>th</sup>. Tights/socks will be distributed with costumes. Please be sure you have the proper shoes your dancer will need. If you need to make a purchase, please visit the desk by May 3<sup>rd</sup> to leave us time to place an order if necessary. Your child's name should be placed in all costumes, shoes, accessories, and tights. Costumes should be kept in garment bags with your child's name on the outside. Pack all accessories in a clear plastic bag with your child's name on the bag and each item (whenever possible). To ensure costumes remain in good condition, students should not wear their costume, accessories, or tights prior to dress rehearsal.

### **Hair Style**

ALL performers will wear their hair in a hair bun, centered on the crown of their head. A hair net over the bun is recommended for all dancers.

## **Make-Up**

Make-up is highly recommended in at least some capacity for all of our performers. Under the bright stage lights, facial features wash out and make-up will help the audience see the dancer's face more clearly. Good stage make-up will look very exaggerated, dramatic, and bold up close. At minimum ALL dancers should apply mascara, blush, and lipstick. We suggest:

**Base/Foundation:** Not necessary for most very young children, however, if you use it yourself and are comfortable applying a light cover, you may. Just be careful when putting a costume on, as it is easy to soil it with foundation, etc. Older performers should all apply a light toned foundation as a base for your make-up. Use hypo-allergenic if necessary. Base is necessary for pre-teen/teenage students to even out the skin tone on the face.

**Eye Shadow:** Use light colored eye shadows in pastel or neutral tones only, as darker colors tend to make the eyes disappear.

**Eyeliner:** Please use dark brown/black pencil liner along the lower lid of the eye just below where the lashes grow on the lower lid, and just above the lashes on the upper lid. Dancers ages 2-6 year old classes may omit this application if you prefer.

**Mascara:** Please apply a thick layer of heavy black mascara to upper and lower lids. False eyelashes are also an option if you prefer that route as it avoids running and smearing.

**Blush:** Apply rose or coral blush to the hollow of the cheek only- NOT over the cheekbone itself. It works best to have your child suck in cheeks (like a fish face) and apply blush to the area of the cheek that concaves. Enough blush should be applied to bring color to the shadowed soft part of the cheek leaving the area over the cheekbone light and not colored at all.

**Lipstick:** Bright or deep red are best for the stage.

## **Pre-Planning**

Gather all costumes, accessories, shoes, and makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing their costumes, tights, shoes, and any accessories by following the labels on your costume bag, and make sure you double check to be sure you have ALL items for the big day! We recommend having a spare pair of tights, just in case, if at all possible. Additional items you may want to include while packing: Hair gel, hair nets (required for buns), bobby pins, hairspray, brush/comb, a small mirror, baby/shout wipes, safety pins, makeup remover wipes, tissues, and band aids.

## **Practice!**

To ensure that students feel comfortable and confident about their performance, we ask that parents encourage dancers to practice their recital routine at home on a regular basis. Feel free to video tape their routine to assist them with their practices the week of May 7th during our Spring Parent Observation Week. Please note: the video footage is to be used for home practice sessions only and are NOT to be uploaded to YouTube, Facebook, or any other public access website in order to protect the privacy of all of our children here at Viva Dance Co.

## **Photos**

Lindsay King Modern Photography has been contracted for individual photos. She will be taking the photos at the studio the week of May 21<sup>st</sup>. We would love if all of our dancers would participate in having the group photo taken, even if you are choosing not to purchase any photos for your child. Details regarding details and pricing can be found on the Photo Order form can be found on the Recital Info Page on our website at [www.vivadanceco.com](http://www.vivadanceco.com).

### **Recital Arrival**

All performers should arrive dressed and ready for their first routine. Dressing rooms will be available and assigned by age. The theater/dressing rooms will not be open more than 1 hour prior to each performance. Theater doors will open for seating 30 minutes prior to each show, and there will be no saving seats prior to this time. If you are in need of a handicap seat, you must see the office staff by May 10<sup>th</sup> in order to assure we are able to reserve appropriate seating for your guest with special seating needs. If you do not request a handicap seat, we cannot make any promises of there being enough extras to accomodate those in need. Parents/Guardians should bring those children performing to the "Chorale" 10 minutes prior to the show start time. Dancers will not be taken more than 15 minutes prior to the show start time and should be in the Chorale no less than 5 minutes prior to the start of the show. All children who are in Baby, Twinkle, and Sparkle Stars classes need to be picked up at the Chorale immediately following their performance, those ages 5 and up need to wait to be picked up until the end of the show. Those who need to be changed during the show can be picked up at the Chorale and brought right back by their parent/guardian. Parents will not be allowed in the Chorale as space does not allow for more than the dancers and assistant/demonstrators who will be helping keep the dancers supervised and entertained while they wait for the conclusion of the show. Dancers will be picked up from the stage at the conclusion of the awards session at the end of each show.

### **Backstage Rules**

Family members and friends are not permitted backstage during recital unless they have been assigned the job of Group Mom or are dealing with a costume change. Dressing rooms are private and will be assigned. Please remind family and friends to be respectful of this area. Those who wish to greet performers after the show or present flowers should do so in the atrium/lobby area.

### **Auditorium Rules**

Please silence all cell phones. Food/Drink are not allowed in the auditorium or dressing rooms! WE WILL STRICTLY ENFORCE THIS RULE! We ask that everyone remain in his or her seats throughout the entire performance, with the exception of Intermission. If you arrive late or MUST leave the auditorium during recital, you must wait until the onstage dance is finished. The ushers will not allow the doors to open while there are children performing on the stage. Crying babies and disruptive children should not be in the auditorium. Enthusiastic applause is encourage for ALL of the children performing, however it is never appropriate to scream out a child's name or yell in any way.

### **Video and Photography**

Parents/Guardians may videotape or take photographs of their children at DRESS REHEARSAL ONLY! Be sure your batteries are fully charged prior to the Dress Rehearsal. ***Please Note: While we appreciate your enthusiasm, No video or flash photography will be allowed in the auditorium at the recital performance; via cell phone, camera, or camcorder!!!*** Not only is it very distracting to the dancers, people who have paid to see the show will not appreciate video cameras or raised arms blocking their view of their precious dancer. It is important that you pass this policy onto your recital guests as well. Daydream Pictures, our professional videographer, will make this special event available on a high quality DVD or Blue Ray for you. Daydream Pictures has done an amazing job taping the show the past few years, and has been really efficient in turn around time as well, we don't feel you will be disappointed with their product! Order forms will be available on our website on the Recital Info Page and also in the lobby the day of the show.

### **50/50 Ticket Sales**

We will have a 50/50 drawing at each of our four performances. Tickets will be sold in the atrium and the auditorium before each show, 6 tickets for \$5. The winning ticket will be drawn as we set up the mats before the tumbling exhibition for each show. All proceeds will go to start next year's Scholarship Fund.

### **Recital Program Ads**

This year the Viva Booster Club will be putting together a keepsake program for the recital. The program will include a group photo of each class (your child must be present at their assigned time of dress rehearsal to be included in the program photo) and also Good Luck Ads, which will be available for purchase. This is a great little gift from anyone wanting to wish their dancer good luck or show them how proud they are for all of their accomplishments this year. Information regarding ad sizes and prices were sent out via email a couple weeks ago, and we have a copy of last year's program available at the desk to show all sizes and the print quality. Please contact Lisa Middleton at [springrecitalprogram2017@yahoo.com](mailto:springrecitalprogram2017@yahoo.com). Last day to place ad orders will be MONDAY, MAY 21<sup>st</sup>!

### **Trophy and T-Shirt Orders**

As always, we will be offering the opportunity for parents/grandparents to purchase the 2018 Spring Recital Trophy and T-Shirt. The trophy and t-shirt designs/photos will be posted at the desk at the studio and also on the Recital Info Page on our website and an order form has been included in this packet. Orders must be turned in at the desk no later than SATURDAY, MAY 12 AT 8:30 PM. LATE ORDERS WILL NOT BE ACCEPTED AND WE DO NOT MAKE ANY PROMISE TO HAVE EXTRAS!!! In the case that we do have any extras to sell the day of the show, and there is always a price increase to buy them the day of. Pre-ordered trophies and t-shirts will be bagged up and available for pick up the theater on Recital Day, June 2nd.

### **Scholarship Presentation**

At the end of each of our three performances we will call all of the performers up to the stage to present some of our students with scholarships for the 2018 season. These scholarships have been made possible by the fundraising Miss Shawn and Miss Nicci do throughout the year via the Viva Booster Club and also from funds donated from the studio. Last year we were able to award over \$5,000 in scholarships to our students! ALL of our students are eligible for these scholarships and are chosen based on instructor nomination for various reasons... improvement, enthusiasm, potential, kindness to others, etc. There is no way that we can provide each of our 300+ students a scholarship, so we want to make certain that you take the time to explain to your child before the presentation that in the case that he/she does not receive a scholarship this time, that they are no less of a dancer!!! We value each and every one of our students and hope that all of the children, and parents, are able to understand that we do our best to be sure to rotate the scholarship opportunities to give as many the chance to be awarded one as possible based on the nominations. We feel that the scholarship program provides so many of our students not only a confidence boost, but also opportunities and experiences they may not have otherwise been able to afford. We realize that for some not receiving an award at recital is disappointing, but we also feel that children need to learn that not everyone in life always gets the exact same thing and to continue to work hard to persevere is the best way to deal with the disappointment.

### **Final Note**

We realize this is a lot of information. Please keep this handbook nearby to refer to during the next month or so. If you have any questions or need clarification regarding any of the information in this packet, please don't hesitate to stop in or call the office Monday-Thursday between 4:30 and 8:30pm or email us at any time at [vivadancecollc@gmail.com](mailto:vivadancecollc@gmail.com). We are greatly anticipating this year's recital experience and your compliance with the policies in this handbook. Thank you for working with us to create an enjoyable and memorable experience! Your shining star's BIG day will be here before you know it ☺

*Thank you... Miss Nicci and The Staff of Viva Dance Co.*